Board of Education Board of Education Regular Meeting
Monday, January 23, 2012, 7:00 PM
Stafford Elementary School

I. Call to Order- Establishment of Quorum

II. Secretary's Report- Approval of Minutes

- A. Regular Meeting, 1/9/12 2
- B. Special Meeting, 1/11/12 9

III. Treasurer's Report

- A. Bills, 1/18/12- $438,362.58
- B. Grants, 1/18/12- $12,296.46

IV. Correspondence

V. Board Reports

VI. Superintendent Reports

- A. Presentation of the 2012 - 2013 Itemized Estimate of the Cost of Maintenance for the Stafford Public School District

VII. Public Forum

VIII. Old Business

- A. Review and Approval of New and Revised Board of Education Policies

IX. New Business

X. Personnel Matters

- A. Authorization of Superintendent of Schools to Give Written Notice of Non-Renewal
  The Board policy that covers this agenda item is BP 4135.1.

XI. Student Matters

Regular Meeting
Stafford Board of Education
Pinney Administration Building
January 9, 2012

Board Members Present: Mrs. Sandy Fowler, Chairperson
Mrs. Lisa Finch
Mrs. Tracy Rummel, Secretary
Ms. Sonya Shegogue
Mr. Stephen Szymanski
Mrs. Kathy Walsh

Absent: Ms. Beth Ann Morhardt

Also Present: Dr. Patricia A. Collin, Superintendent of Schools
Mr. Evan Cummins, Student Representative
Mrs. Meg Devlin, Business Manager
Mrs. Amy Stevenson, Director of Pupil Services

Item I. Call to Order- Establishment of Quorum

The meeting was called to order at 7:00 p.m. A quorum was established.

Item II. Secretary's Report- Approval of Minutes

Special Meeting, December 1, 2011
Regular Meeting, December 5, 2011

A consensus of the Board approved the Secretary's Report for the special meeting held on December 1, 2011, and the regular meeting held on December 5, 2011, as presented.

Item III. Treasurer's Report

Grants, 12/13/11- $6,130.21
Bills, 12/13/11- $832,518.74
Grants, 12/20/11- $1,319.05
Bills, 12/20/11- $5,726.40
Grants, 1/5/12- $1,545.70
Bills, 1/5/12- $450,050.34

A consensus of the Board approved the Board bills and grants, as presented.

Item IV. Correspondence

There was no Correspondence.

Item V. Board Reports

A. Report from Student Representative

Mr. Cummins reported on the following topics:

- Sports Update
- Music and Drama Update
- General Information

Dr. Collin shared information regarding the Rotary penny drive that was held at Stafford Elementary School. She said that the fundraiser was successful and that the Rotary members were happy to hear how hard the students worked to earn the pennies that they donated.

Item VI. Superintendent's Reports

A. Head Start Report through December 2011

Dr. Collin presented the Head Start grant report through December 2011, as prepared by Ms. Meg Devlin, Business Manager.

Dr. Collin stated that the Basic Head Start grant fund totals $51,128. She said that the report indicates that $25,414.45 has been expended to date, with a balance of $25,713.55 to be expended or encumbered by January 31, 2012.

Dr. Collin stated that the Early Head Start Fund totals $68,500. She said that $4,840.75 has been expended, leaving a balance of $63,659.25 which must be either expended or encumbered by the end of the grant year (July 31, 2012).

Dr. Collin said that the Head Start expense reports are presented to the Board of Education periodically to meet the requirements of the Head Start Agreement.

B. Update on Changes to Schedule for Mid-Year Exams at Stafford High School

Dr. Collin informed the Board that Mr. Pelliccia, Principal of Stafford High School, was unable to attend the meeting due to a conflict with another school-related meeting. Therefore, Mrs. Stevenson, Director of Pupil Services, would be available to answer questions from Board members regarding this proposal.

Dr. Collin stated that the proposal to change the schedule for mid-year exams at Stafford High School was based on Mr. Pelliccia's thoughtful consideration of the impact of the inclement weather on instruction in August and October, coupled with the district's emphasis on maximizing opportunities for instruction. She noted that the modified schedule would be implemented from January 24, 2012, through February 3, 2012. She also explained that Mr. Pelliccia researched practices as they related to the exam schedule in other districts.

Dr. Collin said that typically students reported to school for the purpose of taking exams, after which they were dismissed for the remainder of the school day. With the revised schedule, students would be in school for the entire day during exams, which will allow students and teachers to recover lost instructional time. On February 2 and 3, students who are not scheduled for make-up exams will participate in a school-provided structured activity at that time, or may choose to be dismissed early, with written permission from a parent or guardian. Dr. Collin said that the revised schedule also allows for one exam per day, lessening student fatigue.

Ms. Shegogue asked what the administration had planned for students that have ½ year classes that would no longer be meeting after exams. She said that she wasn't sure what the point of the revised schedule was, and she was concerned that students would now have to stay after school for extra help from teachers for upcoming exams, rather than working with the teachers during the day (under the old schedule).

Mrs. Stevenson stated that there is new administration at the high school and that teachers want as much time with students as possible. Dr. Collin confirmed that some students may have to stay after school for extra help. She said, however, that students would now only have one exam per day to focus on and could then spend the remainder of the day reviewing in other classes.

Mr. Szymanski asked if the same schedule would be followed for finals. Dr. Collin stated that the high school would like to pilot this schedule before making a decision regarding the schedule for finals.

Mrs. Fowler stated that the revised schedule will require detailed planning on the part of the staff to be sure that the time is used appropriately and not just to keep students in school. She also asked that the high school administration update the Board after the mid-term exams were over.

Item VII. Public Forum

There was a question from the audience regarding the revised exam schedule.

There was a question from the audience regarding the results of the oil tank testing at Staffordville School. Dr. Collin stated that she recently received the test results and that the tank is not leaking.

Item VIII. Old Business

There was no Old Business.

Item IX. New Business

A. Appointment of Board Members to CSEA Negotiation Committee

Mrs. Rummel and Mrs. Walsh agreed to participate on the CSEA negotiation committee. Mrs. Fowler asked that an e-mail be sent to Ms. Morhardt to see if she is available to participate on the committee. If not, Mrs. Fowler said that she would be the third member of the committee.

Dr. Collin stated that the committee could meet at 6 p.m. on either 1/23/12 or 1/30/12. She said that she'd prefer that the first meeting be held on 1/23/12, rather than 1/30/12, since there is already a district-wide committee meeting scheduled for the evening of the 30th. If the meeting is confirmed on 1/23/12, the meeting would be held prior to the regularly-scheduled Board meeting at Stafford Elementary School. Dr. Collin said that an e-mail would be sent to the committee members to confirm the meeting.

B. Review of New and Approval of Revised Board Policies

Dr. Collin stated that while the current policies were initially discussed, reviewed and recommended by the Administrative Policy Committee (APC) and subsequently by the Board Policy Sub-committee (BPS), comprised of Mrs. Sandra Fowler (Chairperson), Ms. Beth Ann Morhardt, and Mrs. Tracy Rummel, Alternate, the attached policy revisions are a result of legislative changes and updates as presented by CABE, as follows:

- 5131.911 Students: Hazing/Bullying (Replaces current policy, originally adopted 1/27/03, revised 10/26/06, 8/18/08, and 1/11/10, with CABE's "new version"). The draft Safe School Climate Plans (submitted to the SDE on December 23, 2011) will serve as our regulation and are also attached for your review.
- 5131.913 Students: Bullying/Cyberbullying (Existing policy originally adopted 5/9/11, with recommended changes based on PA 11-232).
- 4112.5/4212.5 Personnel: Certified/Non-Certified: Security Check/Fingerprinting (Replaces existing policy, which was originally adopted 3/12/07, revised 8/18/08, and 9/13/10, with required revision based upon PA 11-79).
- 5141.4 Students: Reporting Child Abuse (Newest version of this policy and sample regulation replaces existing policy, originally adopted 1/26/04).
- 0521 Mission-Goals-Objectives: Nondiscrimination (Newest version of this policy replaces existing policy, originally adopted 6/21/99).

Dr. Collin said that although policies are typically presented to the Board at two meetings, because the policies are suggested revisions and legislative updates to current policies, she asked that the Board consider approving them that night.

Dr. Collin stated that policies 5121.3 Students: Honor Code-Cheating/Plagiarism and 4118.51 Personnel: Social Media have been reviewed by both the Administrative Policy Committee and Board Policy Sub-committee. She said that this Board meeting serves as the first reading of these two policies.

Mrs. Finch made a motion, seconded by Mrs. Rummel, that the Board of Education approve the following policies: 5131.911 Students: Hazing/Bullying and its corresponding regulation as indicated in the Safe School Climate Plans; 5131.913 Students: Bullying/Cyberbullying; 4112.5/4212.5 Personnel: Certified/Non-Certified: Security Check/Fingerprinting; 5141.4 Students: Reporting Child Abuse; and 0521 Mission-Goals-Objectives: Nondiscrimination, as presented. Mrs. Finch, Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried.

C. Obsolete Equipment

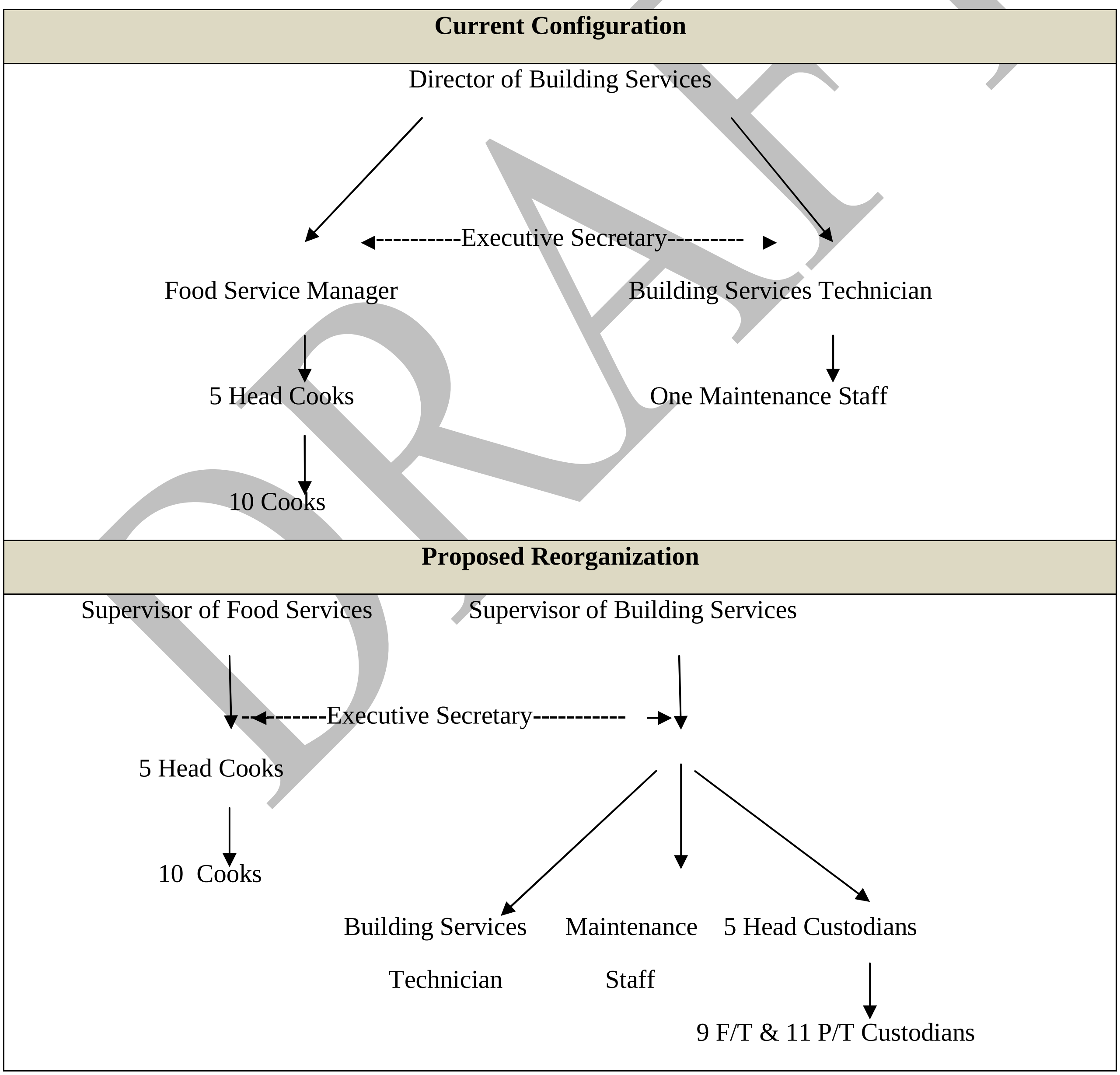
Dr. Collin stated that there is equipment (an assortment of camcorders, cameras, batteries, chargers, tapes, and cassettes at Staffordville School and kiln, typewriter and VCR at Stafford

Middle School) that is either nonoperational, no longer being used at their respective locations, or too old to warrant the cost of repairs. According to Board of Education policy 3260-*Sales and Disposal of Books, Equipment, and Supplies*, such obsolete equipment must be returned to the Town of Stafford.

Mrs. Finch made a motion, seconded by Ms. Shegogue, that the Board of Education approve the return of the obsolete equipment, as indicated above, to the Town of Stafford, according to the provisions of Board policy 3260-*Sales and Disposal of Books, Equipment, and Supplies*. Mrs. Finch, Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried.

D. Review and Possible Approval of Reorganization of Building Services Department

Dr. Collin reviewed with the Board the current and proposed staffing flow charts as shown below.



Dr. Collin stated that this reorganization is being proposed at this time due to the retirement of Mrs. Susan Linder, the current Director of Building Services. She said that the recommendation is based on a study done by EASTCONN, which states that a separate supervisor for each department (building services and food services) would be much more effective than the blended position that is currently in place. Dr. Collin also stated that she is interested in the Building Services Department becoming more proactive vs. reactive, and she'd like the new Supervisor of Building Services to take this opportunity to create a maintenance schedule.

Dr. Collin explained that this year, the reorganization represents a re-distribution of job duties, and modification to salary and job titles (in accordance with the revised job descriptions that were presented to the Board). She said that the reorganization proposal does not include a request for new personnel this year, and any request for new personnel would be included in the budget proposal for 2012 – 2013. She noted that since Mrs. Linder is retiring this month, the district would be looking to fill one of the existing positions.

After discussion, Mrs. Walsh made a motion, seconded by Mr. Szymanski, that the Board of Education approve the reorganization of the current Building Services Department to reflect a Supervisor of Food Services and a Supervisor of Building Services, both of which would be 12-month, non-affiliated positions. Mrs. Finch, Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried.

E. <u>Appointment of Board Members to the CSEA Grievance Committee</u>

After discussion, the Board agreed that the Superintendent's Office would contact all Board members each time it is necessary to form a grievance committee. The committee would then be comprised of whichever three Board members were available at the time.

F. <u>Cafeteria Profit and Loss Statement through November 2011</u>

Dr. Collin presented the Cafeteria Profit and Loss reports through November 2011, as prepared by Ms. Beth LaPane, Food Service Manager, and Mrs. Meg Devlin, Business Manager. She said that the report reflects a profit of $3,904 for the month of November. She noted that to date, the lunch program profit is more than double the profit at this time last year ($11,725 and $5,186, respectively).

Dr. Collin stated that the profit and loss statement includes costs affiliated with the transformation of Stafford Middle School to a shelter as in response to Storm Alfred (totaling $8,628.65). She and Mrs. Devlin said that they believed that these expenses should not be carried in the Food Service Department budget, but rather in the BOE budget, with the hope that the district will receive reimbursement through FEMA.

Mrs. Rummel asked if the district had been provided with a timeframe for the reimbursement. Mrs. Devlin stated that she was hopeful that the reimbursement would be received within the fiscal year. She said that Mr. Waugh, Special Projects Administrator for the town, had already filed the application.

Mr. Szymanski asked why FEMA couldn't reimburse the food service department directly, especially since the food service department has a healthy profit, despite the fact that it is carrying the shelter costs on the books. The Board agreed.

No action was taken on this item.

Item X. Personnel Matters

There were no Personnel Matters.

Item XI. Student Matters

There were no Student Matters.

Item XII. Adjournment

Mrs. Finch made a motion, seconded by Mrs. Rummel, to adjourn. Mrs. Finch, Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried. The meeting adjourned at 8:09 p.m.

Respectfully submitted,

Christine C. Marinelli, Recording Secretary

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Sandra Fowler, Chairperson

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Tracy Rummel, Secretary

Special Meeting
Stafford Board of Education
Pinney Administration Building
Wednesday, January 11, 2012

Board Members Present: Mrs. Sandy Fowler, Chairperson
Mrs. Lisa Finch
Ms. Beth Ann Morhardt
Mrs. Tracy Rummel, Secretary
Ms. Sonya Shegogue
Mrs. Kathy Walsh

Absent: Mr. Stephen Szymanski

<u>Item I. Call to Order</u>

The meeting was called to order at 6:30 p.m.

<u>Item II. Board of Education Self-Evaluation / Workshop, lead by Mr. Nick Caruso, Connecticut Association of Boards of Education (CABE) Consultant</u>

The Board of Education reviewed its roles and responsibilities as they relate to student performance and outcomes.

<u>Item III. Adjournment</u>

Mrs. Finch made a motion, seconded by Ms. Morhardt, to adjourn the meeting. Mrs. Finch, Ms. Morhardt, Mrs. Rummel, Ms. Shegogue and Mrs. Walsh, voted for the motion, which carried. The meeting adjourned at 9:37 p.m.

Respectfully Submitted,

Tracy Rummel, Recording Secretary

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Sandra Fowler, Chairperson

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Tracy Rummel, Secretary